

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



March 10, 1993

ALL-COUNTY LETTER NO. 93-20

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY NET COORDINATORS

Reason for this Transmittal

- ☐ State Law Change
- ☐ Federal Law Change
- ☒ Court Order or Settlement Agreement
- ☐ Clarification Requested by One or More Counties
- ☐ Initiated by SDSS

SUBJECT: QUESTIONS AND ANSWERS PERTAINING TO IMPLEMENTATION OF THE NON-GAIN
EDUCATION AND TRAINING (NET) PROGRAM

REFERENCE: ALL-COUNTY LETTERS (ACL) NO. 91-55, 92-61, 92-102
MANUAL OF POLICIES AND PROCEDURES (MPP) SECTIONS 42-751 AND 42-772.43

This All-County Letter will clarify issues surrounding the implementation of the Non-GAIN Education and Training (NET) Program. It contains responses to commonly asked questions received from counties which have arisen since the implementation of the Miller v. Carlson (now Miller v. Healy) lawsuit. These questions and answers were developed in conjunction with the plaintiffs and county representatives serving on the Miller Work Group and the GAIN Technical Sub-Committee (GTS).

If you have any questions, please contact the Employment Operations analyst assigned to your county at (916) 657-3403.

MICHAEL C. GENEST
Deputy Director
Welfare Programs Division

Attachments

cc: CWDA

QUESTIONS AND ANSWERS PERTAINING TO IMPLEMENTATION
OF THE NON-GAIN EDUCATION AND TRAINING (NET) PROGRAM
AS REQUIRED BY INTERIM COURT ORDER

GENERAL QUESTIONS:

1. Q. Can the county authorize child care hours for study time for a NET participant?

A. No, child care hours cannot be authorized for study time unless the study time is a supervised component of the education or training program.
2. Q. Can transportation time to and from the education or training program be included in child care hours authorized for a NET participant?

A. Yes, authorized child care hours should be reasonably related to the hours the NET participant is in the education or training program, including transportation time to and from the education/training program.
3. Q. Are GAIN conciliation and sanction processes applicable in the NET program?

A. No, the NET program is voluntary and there are no sanction or conciliation processes in the NET program.
4. Q. Will counties be able to use fiscal constraints if NET funds are insufficient in the county to serve all applicants?

A. No, the Interim Court Order does not permit the use of fiscal constraints for any reason. NET services must be provided to all applicants who meet the eligibility criteria. However, the use of fiscal constraints is still an open issue and a response is expected from the court upon issuance of a final order.
5. Q. What date is used for the initial authorization of NET benefits?

A. The county uses either the day the complete application was received or the date of actual eligibility for NET services, whichever is later. For example, if a participant submitted a complete application in August, but the participant was not scheduled to start school until September 15, the effective date of benefits would be September 15 (the date of actual eligibility for NET services). The applicant must be able to provide verification of official enrollment in the education or training program at the time of application.

Please refer to All-County Letter (ACL) NO. 92-102 which provides additional instructions regarding the effective date of NET benefits when counties were later than July 1, 1992 in notifying AFDC recipients of the availability of child care assistance through the NET program and when counties did not provide applications for NET benefits upon request.

6. Q. What constitutes a complete application?
- A. In order for an application to be considered complete, an applicant must submit verification of enrollment in his/her education or training program. Applicants who are already attending an education or training program must also submit verification that they are meeting the education or training provider's performance standards. The most current issued report card or evaluation should be sufficient verification of satisfactory participation. The county must review the application for completeness within ten days and must notify the applicant of any missing information. Please refer to ACL 92-102 for further information.
7. Q. Attachment 5 of All-County Letter No. 92-61 contains data that has been identified by the Department of Health and Human Services (DHHS) for reporting Title IV-A child care. When will counties be required to report this data?
- A. The Department's Statistical Services Bureau (SSB) has developed reporting forms and instructions for Title IV-A child care statistical reporting. An implementation plan has been developed and is being prepared for submittal to DHHS Region IX for approval. Once approved, SSB will issue a directive to counties on new reporting requirements, including reporting for the NET program. SSB expects this process to conclude prior to July 1, 1993.

ELIGIBILITY:

8. Q. Is a foster parent eligible for NET benefits due to the receipt of AFDC for the foster child?
- A. No. The foster parent must also be an AFDC recipient in order to be eligible for NET benefits.
9. Q. Are grandparents eligible to provide paid child care for NET participants?
- A. Yes, as long as they are not the legal guardians of the NET participant's child or a member of the assistance unit, including essential persons.
10. Q. A mother who is an undocumented alien has children on AFDC. Is she eligible to receive NET child care benefits?
- A. No. She is not receiving AFDC for herself, is not eligible for GAIN services, and therefore, is not eligible for NET.
11. Q. If a participant discontinues the NET program after 3 months and decides to re-enter the program 2 months later, how many months of NET program eligibility will he/she have remaining?
- A. The two-year limit is cumulative, not consecutive; therefore, the participant will have 21 months ($24-3=21$) of NET eligibility remaining.

12. Q. Is there a time frame in which a participant must re-establish making satisfactory progress in order for eligibility for child care benefits to be re-established for the NET program? Can the participant wait for the quarter to end or must he/she submit documentation after a few weeks?
- A. There are no time frames for re-establishing satisfactory progress. The educational institution sets the guidelines for satisfactory progress. However, the participant must provide evidence of making satisfactory progress when re-applying for NET benefits.
13. Q. If an individual does not make satisfactory progress and drops out of the NET program without good cause, can he/she re-apply for the NET program?
- A. Yes, the applicant may re-apply for NET benefits but must meet the NET eligibility criteria. The applicant must demonstrate making satisfactory progress at the time of re-application.
14. Q. Are individuals who are self-enrolled in basic education programs eligible for the NET program?
- A. No. Basic education does not meet the approval criteria for a GAIN SIP or NET benefits. It does not meet the labor market criteria as it does not specifically lead to a job that has been identified as in demand in the labor market and, additionally, may not meet the two-year completion time limit. However, if basic education is combined with a vocational training program as a prerequisite, it could be approved if the program meets the NET eligibility criteria.
15. Q. If a participant completes his/her NET program in less than 24 months, can he/she receive NET benefits again if he/she re-applies for an education or training program in a different vocation?
- A. No. To be eligible for NET program benefits, the AFDC recipient must have never applied for and received NET services for the full program eligibility period (24 cumulative months). If, however, the labor market changes and the participant is unable to find a job, he/she may be eligible to enroll in a GAIN self-initiated program, provided he/she meets all other program eligibility requirements. The participant may also be eligible for some months of NET benefits if the labor market changes and the participant cannot find a job, has no employable skills as a result of completing the previous NET program, and the participant's earlier NET activity lasted less than the 24 cumulative months of NET eligibility. See question #11 pertaining to the NET eligibility period.

ADVANCE PAYMENTS/REIMBURSEMENTS:

16. Q. If a provider does not provide a less than full-time fee, can the county reimburse for child care even if the child attends on a less than full-time basis?
- A. Yes, the same rules apply as for the GAIN program. Child care hours authorized shall be based on a provider's standard billing practice for private (nonsubsidized) child care.

17. Q. Can advance payments for child care be made for the NET program?
- A. Yes. The ACL 92-61 specifies that advance payments shall be made only to child care providers. Payments shall be advanced whenever necessary and desired by the participant, so that the participant need not use his or her funds to pay for these services.
18. Q. Can the county approve advance payments for NET participants if the provider does not require advance payments from other persons the provider serves?
- A. No, NET and GAIN participants should not be treated differently from other persons the provider serves; therefore, the county must deny a request for advance payment if the policy is not consistently applied to NET, GAIN, and other families served by the provider. Usually the county can establish a relationship with the provider which ensures the provider will receive prompt reimbursement for services rather than issuing an advance payment. The provider may also be reimbursed directly by the county rather than by the participant.
19. Q. Who should the county collect an overpayment from?
- A. As under the GAIN program, the county can collect the overpayment from only the participant. The participant, who self-certifies that the costs have been incurred for participation in the education or training program, is responsible for any overpayments which may occur, regardless of whether the payment was made to the participant or to the child care provider.
20. Q. What is the county's time limit to make reimbursements to participants who have already paid for child care?
- A. The county has 20 calendar days following the receipt of a completed TEMP NET 3 (Request for NET Child Care Payment) to reimburse the participant for child care costs. If the TEMP NET 3 is submitted with a NET application, the 20-day time period for processing reimbursement runs concurrently with the time limits for processing an application. Since applications must be processed within 45 days (with best efforts made by the county to process them within 30 days) reimbursement should be authorized no later than 45 days after the joint submission of a NET application and a TEMP NET 3.
21. Q. What effect does an applicant's receipt of a student financial aid have on NET benefits?
- A. Receipt of student financial aid may have no effect on NET benefits. Just as in GAIN, the CWD shall not deny or reduce NET child care payments if the participant says that the financial aid is not available to meet his/her child care needs. No verification of unavailability is required.

CWDs shall consider the extent to which the student financial aid is available when determining the need for NET child care payments. CWDs must document that the student agrees that financial aid funds are available for child care before considering financial aid in determining NET payments. CWDs must also provide notices of action to inform participants of any changes in child care authorizations due to consideration of available financial aid. Educational loans or work study program awards shall be excluded from consideration when determining NET child care needs.

22. Q. What steps should the CWD take when a final NET child care overpayment notice is sent?
- A. The GAIN regulations require that for open GAIN cases (and thus NET cases also), the county must defer collection of an overpayment if collection from future payments would disrupt child care arrangements, preclude participation in the program, or prevent employment. The CWD shall notify the participant of the deferral criteria and when a decision to defer overpayment collection is made. The CWD shall document the expected ending date of the deferred repayment status. The CWD shall reevaluate the need for deferring repayment whenever the participant's participation status changes. The individual shall be permitted to have NET child care overpayments adjusted from his/her AFDC grant when the individual is receiving AFDC, provided the individual chooses this method of recovery and the individual agrees with the amount of the AFDC grant adjustment. The GAIN regulations provide information on supportive services payment adjustments. Franchise Tax Board intercepts are available for closed NET cases, just as for closed GAIN cases; however, the county must first demand repayment before the individual can be reported to the Franchise Tax Board. Please refer to Manual of Policies and Procedures (MPP) Section 42-751 for further information on overpayments.
23. Q. Who should the county reimburse for NET benefits?
- A. The participant will make that determination on the completed TEMP NET 3, Request for NET Child Care Payment.

GOOD CAUSE:

24. Q. When is "good cause" relevant and applicable to the NET program?
- A. "Good cause" is relevant to the NET program when the county proposes to terminate NET benefits for failure to participate. The participant has an opportunity to show that he/she had good cause for nonparticipation and should not be terminated.

25. Q. What is good cause for not participating in the NET program?

A. The good cause criteria that apply to the NET program are:

- (a) The individual is temporarily ill or incapacitated.
- (b) The individual is required to appear in court or is temporarily incarcerated.
- (c) The individual is experiencing a family crisis or change of individual or family circumstances (death/illness of spouse, parent, or child).
- (d) Inclement weather or other act of nature precludes travel to the activity.
- (e) A breakdown in transportation arrangements occurs with no ready access to alternate transportation.
- (f) A breakdown or interruption of child care arrangements occurs.
- (g) At the discretion of the CWD, any substantial and compelling reasons other than those specified above.

26. Q. Can a NET participant who has good cause change education or training programs?

A. Yes, as long as the vocational training or education program provides the participant with the training or education required to obtain employment in his or her goal occupation. The program can be approved as long as it provides the training or education required for the occupation identified in the new NET application and it can be completed within the months remaining from the original application for a total of 24 cumulative months of NET program eligibility.

27. Q. When shall the participant provide a full explanation and justification to show good cause?

A. A good cause determination shall only be made if the request is made by the participant within 10 working days from the notice of discontinuance of NET benefits or if the participant requests a State Hearing.

NET FORMS:

28. Q. Are substitutions of forms permissible?

A. Yes, the county may substitute its own forms as long as the needed information is collected. Alternative Notices of Action (NOAs) are not permitted. All NOAs must meet the Turner consent decree format standards.

29. Q. Can counties use GAIN forms and put "NET" on them?

A. Yes, however the forms must clearly distinguish which program the participant is receiving benefits from by putting a check in the appropriate program box or lining out "GAIN" on the form. Reproducible copies of NET forms and NOAs were provided in ACL No. 92-61.

30. Q. If a county is not in cost reduction, does it still have to inform all AFDC recipients of the availability of NET services by sending the TEMP NET 1, Important Notice (Informing Notice)?

A. Yes, the Informing Notice must have been provided to all AFDC recipients. In addition, during the AFDC application process, new applicants for AFDC shall be provided a copy of the TEMP NET 1. This may occur during the AFDC application process or with the AFDC approval NOA.

Additionally, counties in cost reductions must inform AFDC applicants and recipients who are denied GAIN services of the availability of NET services. Individuals who request in writing to be in GAIN and who are denied GAIN services due to cost reductions receive NOA message M42-720B. Please refer to ACL 91-55 for additional instructions. This NOA is being revised to include information on NET services. The NOA used to inform individuals who are being removed from GAIN due to cost reductions includes the same informational language for NET services. Both of these revised NOAs will be sent to counties under separate cover in the near future.

31. Q. In ACL No. 92-61, the second bullet under Eligible Providers, page 2 of Attachment 2, states that "the provider shall not be a parent or a legal guardian of the NET participant". This is inconsistent with the TEMP NET 2 COVERSHEET that states, "NET cannot be paid when the child care provider is under 18 years old, is a parent or legal guardian of the child, or a member of the AFDC assistance unit". Which is correct?

A. The Coversheet correctly states the requirements for eligible providers. The ACL was incorrectly worded and should have stated "NET participant's children". The provider shall be licensed or be exempt from licensing. The provider cannot be a parent or a legal guardian of the NET child and cannot be a member of the AFDC assistance unit or an essential person.

32. Q. Is the written certification on the TEMP NET 3 (Request for NET Child Care Payment) from a participant and child care provider sufficient for determining if a child care facility is licensed or exempt from licensure?

A. Yes, the self-certifications on the TEMP NET 3 are sufficient. The participant and the child care provider both sign the form under penalty of perjury. However, if a county has evidence that a person applying as an exempt provider is not exempt from licensure and does not have a license, the county should inform the participant that the provider is not eligible to receive NET child care payments.

33. Q. Can the NET program use forms similar to GAIN forms to verify school attendance for NET participants?
- A. The TEMP NET 3 form is used to verify hours of attendance in the education or training program by the participant. Counties may also use their own forms or any mechanism similar to that used in the GAIN program for verification of attendance by the education or training institution.
34. Q. The TEMP NET 3, Request for NET Child Care Payments, and the TEMP NET 2, Request for NET Benefits, do not provide information about the child care provider's payment requirements and rates. Does this mean that CWD must develop forms for obtaining this information?
- A. The counties may modify the TEMP NET 3, use whatever method they have developed under the GAIN program, or design their own form. SDSS does not want to prescribe for counties the manner in which they collect this information.
35. Q. Are the TEMP NET 4 (NET Child Care Overpayment Notice) and the NA 810 (NET Child Care Overpayment Adjustment) the same?
- A. No. The TEMP NET 4 is the initial notice to the NET participant that an overpayment has occurred. The TEMP NET 4 describes the methods available to make repayments, how to request a deferred repayment, and is sent out each time an overpayment occurs.

The NA 810 is used to recover a NET child care overpayment based on information provided by the NET participant in response to the TEMP NET 4. The NA 810 must be issued each time a payment adjustment is made which affects the maximum rate authorized for child care.

NOTICES OF ACTION (NOAs):

36. Q. When should the page, "How to Ask for a State Hearing" be used?
- A. It must be used as the back of each Notice of Action (NOA) to explain the process for requesting a State Hearing and is also used in conjunction with the TEMP NET 4 (NET Child Care Overpayment Notice) and TEMP NET 6 (NET Child Care Overpayment Final Notice). The CWD shall inform the participant of the right to request a State Hearing whenever a participant believes that any program requirement or county determination is inconsistent with the NET program. NOAs shall be issued stating the approval of child care services and the approval of the participant's education or training program, level and method of payment, denial of requests for NET benefits, changes to existing child care services or payments, collection of overpayments, and termination of child care services or payments.

37. Q. Are two Notices of Action needed to approve the NET program and to authorize child care? Presently the NA 805, Approval of NET Program and Child Care, includes both approval of the child care provisions and approval of the NET program.
- A. It is now the county's option to use the NA 805, which authorizes child care hours and approves the NET program simultaneously, or to use separate NOAs or NOA messages for authorization of NET child care and for approval of the NET program. The Department of Social Services has developed two new NOAs and accompanying NOA messages to approve the NET program and NET child care separately. Camera ready copies of the new NOAs, NA 805A and NA 805B, and copies of the NOA messages are attached.
38. Q. Is the county required to send an NA 805, Approval of NET Program and Child Care, every month the participant submits a request for reimbursement?
- A. An NA 805 is used for the initial authorization of child care benefits. It is not sent every month a reimbursement is requested. NOAs are not required for approval of payments which are within the authorized maximum and equal to the amount claimed by the NET participant or the service provider, or for approval of payments for child care for temporary, substitute providers.
39. Q. If an application is approved for NET benefits and the participant never attends the education or training program, what form is sent notifying the participant of his/her discontinuance of NET benefits?
- A. If a participant is approved to receive NET benefits and does not attend the education or training program, the NET Child Care Discontinuance, NA 807, should be used and the box should be checked that states, "You are no longer attending your approved NET program". If the participant wishes to re-enter the program at a later date, he/she must meet the eligibility requirements at the time of re-application.
40. Q. If a NET participant has been in the program for a year, and through no fault of his/her own, has to discontinue the NET program, how would the county terminate benefits?
- A. The county would use the NA 807, NET Child Care Discontinuance, and the box should be checked that states, "You are no longer attending your approved NET program". If the participant wishes to re-enter the program at a later date, he/she must meet the eligibility requirements at the time of re-application.

GAIN/NET INTERFACE QUESTIONS:

41. Q. Must a NET participant be transferred to GAIN if GAIN becomes available?

A. Yes, if GAIN services are available, the NET participant would no longer be eligible for NET program benefits. NET participants shall be transferred to the GAIN program in the same order as the county accepts other participants into the GAIN program. Therefore, if the individual is a mandatory GAIN participant, he/she must be transferred from the NET program to the GAIN program. If the individual is exempt from GAIN participation and voluntarily chooses to participate in GAIN, he/she should be voluntarily transferred from the NET program to the GAIN program. If the individual is exempt from GAIN participation and does not choose to be transferred from the NET program to the GAIN program, he/she should be discontinued from the NET program due to the availability of GAIN services. If the county is in cost reduction, the GAIN program may or may not be able to serve everyone in the GAIN program and those recipients who cannot be served by the GAIN program will remain in the NET program.

42. Q. Under what circumstances are GAIN services considered available in order for a NET participant to be transferred to the GAIN program?

A. In any particular county, GAIN enrollment is subject to the target groups the county is able to serve and priority is based on the terms of the county's cost reduction plan. NET participants should be transferred into GAIN in the same priority order as any other potential GAIN participant.

43. Q. If a NET participant moves to a county where GAIN services are available, is the NET participant served by the GAIN program?

A. Yes. The GAIN program is available to the recipient in the county to which the recipient moved. Therefore, he/she is not eligible for NET benefits. The recipient must be appraised by the county to determine if the education or training program meets the county's GAIN SIP requirements, such as an occupation in demand in the labor market. If the GAIN program is not available in the county, the participant may re-apply for any remaining NET benefits.

44. Q. What procedures must the county take in determining if a NET applicant is eligible for GAIN services?

A. Within ten days of receipt of a NET application, the county must screen the application to determine whether the applicant can be enrolled in the GAIN program. If, within the ten day screening period, the county determines that the NET applicant can be scheduled for GAIN orientation and SIP approval within 45 days from the date of submission of the NET application, the county may deny the NET application due to the availability of GAIN services. If within the ten day screening period, the county cannot schedule the applicant for a GAIN orientation and SIP approval which will occur within 45 days from the date of submission of the NET application, the county may not deny the application based on GAIN eligibility and must process the application as quickly as possible for NET benefits.

45. Q. When an individual is transferred from the NET program to the GAIN program within the same county prior to completion of his/her NET program, would the individual be required to enter other GAIN components or would he/she continue the program originally enrolled in under the NET program?
- A. It is anticipated the participant would continue the same education or training program originally enrolled in under the NET program. He/she would be entitled to the two years allowed for SIPS in the GAIN program. The program must likely lead to employment in an occupation in demand and be completed within two years. The participant must be attending in good standing, be attending full-time (or at least half-time with good cause), and not have a Bachelor's Degree level of education or job skills that will likely lead to a job which pays twice the federal poverty level. (Refer to the All-County Information Notice No. I-21-92 dated May 12, 1992 for further information on how to calculate "two-times poverty level".) However, the individual will be reappraised to redetermine his/her employment goal, transportation needs, to determine if the client needs referral to the Resource and Referral Agency, and to complete the targeted job tax credits certification, etc. The recipient will attend a GAIN orientation and enter into a contract for services. While the reappraisal is in process, child care services must continue without interruption for persons transferred from the NET program to the GAIN program as long as the participant continues to participate in the SIP.
46. Q. Would an individual be eligible for the full two years allowable in a GAIN SIP if he/she had already participated in the NET program for two years?
- A. An individual could be eligible for two years in the GAIN program after receiving two years of benefits in the NET program; however, the individual must meet the GAIN SIP approval criteria.
47. Q. Can a former GAIN participant or an individual who received two years of GAIN benefits as a SIP receive NET benefits? For example, an individual found employment through GAIN and subsequently lost his/her job and then determined he/she needed more training and applied for the NET program.
- A. Yes, if GAIN services are not available and the education or training program meets the NET approval criteria, the participant is eligible for NET benefits. Upon receipt of the application for NET benefits, an assessment of the applicant's employment skills, etc., would be made.
- 48 Q. What does "GAIN is not available" mean?
- A. GAIN is "not available" if a county is in cost reduction and is not able to offer GAIN services to a group(s) of individuals. In addition, if it is determined that a NET applicant cannot be enrolled in the GAIN program (scheduled for GAIN orientation and SIP approval) within 45 days of application for NET benefits, GAIN is considered unavailable and the application must be approved for NET services, if all NET program eligibility requirements have been met.

49. Q. If a NET participant drops out of the NET program and subsequently is eligible for a GAIN SIP, does the education or training program have to be the same as the program previously enrolled in under the NET program?
- A. The participant does not have to enroll in the same program in GAIN as he/she previously attended while enrolled in the NET program. If the services are available in the GAIN program and the individual and the program meet the eligibility criteria, GAIN services can be provided.
50. Q. An exempt volunteer participates in the GAIN program and is subsequently sanctioned for 6 months due to not making satisfactory progress. Can that person apply and receive NET benefits?
- A. If an individual is no longer in the GAIN program due to his/her failure/refusal to meet program requirements and is subject to a GAIN sanction, he/she is not eligible for the NET program. The individual must abide by the GAIN sanction and must wait until the sanction period elapses. Once the GAIN sanction has elapsed, the person may receive GAIN services if he/she is still eligible. If the GAIN program is not available, the individual can then apply for NET benefits.
51. Q. Are individuals who are deferred from GAIN eligible for the NET program?
- A. GAIN deferrals are not eligible for the NET program since they exercised the option of being deferred from the GAIN program. When the deferment is removed, the participant will still be eligible for and able to receive GAIN services.
52. Q. A NET applicant is able to receive GAIN services, but the education or training program is not approvable as a GAIN SIP. What notices of action would be necessary for this applicant?
- A. Within ten days of receipt of the NET application, the NET worker must verify that enrollment in the GAIN program will be available for the recipient within 45 days from the receipt of the NET application prior to referral of the applicant to the GAIN program and prior to the processing of the NET application. If GAIN is available within 45 days, the application for NET services is denied based on the eligibility for the GAIN program. The NA 806 is to be used to deny a recipient's request for NET benefits based on the recipient's acceptance into the GAIN program. Upon review of the education or training program as a GAIN SIP, the recipient will receive the GAIN NOA M42-772A stating the program did not meet GAIN SIP criteria for approval.

If the GAIN program is not available, the NET application is reviewed and denied due to the education or training program not meeting the NET eligibility criteria. The NA 806 is used to deny a recipient's request for NET benefits when the education or training program does not meet the NET approval criteria.

INSTRUCTIONS for approval of the NET Program

Use to approve a NET applicant's education or training program. This NOA can be used at the same time that the applicant's child care is approved in conjunction with the NOA 805B, or it may be used prior to the availability of information regarding the child care provider needed to authorize the applicant's child care.

Fill in the authorization date of the NET program in the first blank at the top of the form. The authorization date is the date the education or training program begins.

Fill in the end date of the NET program in the second blank at the top of the form. The end date of the program is the date that the education or training program is scheduled to be completed.

Place an 'X' in the second box to approve a six month extension of the NET program.

Place an 'X' in the third box to indicate that the applicant must submit information regarding his/her child care provider.

NOTICE OF ACTION

COUNTY OF _____

STATE OF CALIFORNIA
HEALTH AND WELFARE AGENCY
DEPARTMENT OF SOCIAL SERVICES

Notice Date : _____
Case Name : _____
Number : _____
Worker Name : _____
Number : _____
Telephone : _____
Address : _____

(ADDRESSEE)

Questions? Ask your Worker.

State Hearing: If you think this action is wrong, you can ask for a hearing. The back of this page tells how.

As of _____ until _____

- ☐ Your Non-GAIN Education and Training (NET) program has been approved.
- ☐ Your request for a six-month extension of your NET program participation is approved.
- ☐ You must submit information regarding your child care provider to the County before your child care payments can be authorized.

Rules: These rules apply. You may review them at your welfare office: Miller v. Carlson.

INSTRUCTIONS for Approval of NET Child Care

Use to approve NET child care payments when the participant's education and training program has been previously approved.

Fill in the authorization date in the first blank at the top of the form. The authorization date is the date that the participant's education and training program is scheduled to begin.

Fill in the end date in the second blank at the top of the form. The end date for the program is the date that the education or training program is scheduled to be completed.

Include the maximum child care payment amount and time period (per hour, day, week, month).

Indicate the method of payment by checking one of the four choices: paid back to the participant, paid to the provider, advanced to the provider, or other.

Complete applicable computation(s) for each child and repeat the computation if different rates are being provided. The County may use an alternate calculation when the standard computation does not explain how the payment limit was figured.

The County may replace the word "US" with a worker's name and phone number in the sentence which starts with "YOU MUST TELL US BEFORE....".

Complete all other applicable information.

NOTICE OF ACTION

COUNTY OF _____

STATE OF CALIFORNIA
HEALTH AND WELFARE AGENCY
DEPARTMENT OF SOCIAL SERVICES

Notice Date : _____
Case Name : _____
Number : _____
Worker Name : _____
Number : _____
Telephone : _____
Address : _____

(ADDRESSEE)

Questions? Ask your Worker.

State Hearing: If you think this action is wrong, you can ask for a hearing. The back of this page tells how.

As of _____ until _____

The County has approved your Non-GAIN Education and Training (NET) child care. The most we will pay is \$ _____ per _____.

The County will only pay child care for days you are attending your approved NET program.

Your child care payment limit is figured on this notice.

The rate is what your child care provider charges or the most we can pay based on your area's child care costs, whichever is less.

Child care payments will be:

- ☐ paid back to you ☐ paid back to provider
☐ advanced to provider ☐ other

If child care payments will be paid back to you, you will receive your child care payment reimbursement about 20 days after you provide us a copy of your child care receipt.

You will have to pay us back any money that you are not entitled to receive.

You can call your worker if you think this notice is wrong.

YOU MUST TELL US BEFORE YOU CHANGE CHILD CARE PROVIDERS EXCEPT IN AN EMERGENCY OR WE MAY NOT BE ABLE TO APPROVE AND PAY THE NEW PROVIDER.

Rules: These rules apply. You may review them at your welfare office: Miller v. Carlson.

Child(ren): _____

Child care for children not listed here stays the same.

\$ _____ rate

x _____ ☐ hours ☐ days ☐ weeks ☐ month

= \$ _____ per _____

Provider name: _____

Child(ren): _____

Child care for children not listed here stays the same.

\$ _____ rate

x _____ ☐ hours ☐ days ☐ weeks ☐ month

= \$ _____ per _____

Provider name: _____

Child(ren): _____

Child care for children not listed here stays the same.

\$ _____ rate

x _____ ☐ hours ☐ days ☐ weeks ☐ month

= \$ _____ per _____

Provider name: _____